

## 4.7 STATUS CHANGES

### Introduction

The status of an ID within a survey panel may change from one statistical period to the next. An ID that was active in one statistical period may go out-of-business and be inactive for the next. Birth cases may be added, ID's merged, or previous inactive cases restored. The Status Changes screen allows you to apply these types of changes to a specific survey. This program will update information in the 1) Master Control file, 2) Stat Period Control file, and when applicable, to the 3) Item file for a given ID.

There are 6 actions (or status changes) that can occur for an ID:

➤ ADD	Adds a case ID to the survey panel for a specified stat period.
➤ DELETE	Makes a case ID inactive for a specified stat period.
➤ GHOST	Changes a case ID from one value to another.
	Creates a new ID (successor ID) record in the Master Control file that is a copy of an existing ID (predecessor ID) record; changes the ID on each stat period control record from the predecessor ID to the successor ID.
➤ MERGE	Creates a new ID (successor ID) record in both the Master and Stat Period Control files from 2 or more existing ID's. The new ID created becomes active and the existing ID's that were merged become inactive.
➤ RESTORE	Restores DELETED and RESERVE cases. The Deleted case is restored to active status. The Reserve case maintains its active status, but is removed from Reserve.
➤ RESERVE	Case remains active (will be imputed and tabbed), but will not be mailed or followed-up.

- You must have a data privilege (DATAPRIV) of 'U' or 'P' to perform status changes.
- When status changes are performed, changes will be written to an audit trail.

- If a status change is submitted and it has an effective stat period (LTSTAT) that is greater than the latest stat period currently available in StEPS (SURVLIB.VSTATPS), then the information supplied in the Status Changes screen will be stored in a “Future” file. The data in the future file will not be applied to the data base until that particular stat period is loaded into StEPS.

In such cases, the future flag (FUTFLG) in the master control file will be set to ‘Y’. When the stat period control file is created for the effective stat period, the information stored in the future file will be applied, and the appropriate master and stat period control records updated.

- Information for the Latest action (LTACT), Latest effective date (LTDTE), and Latest effective stat period (LTSTAT) are stored in the master control file and reflect the last action ever taken on the ID, regardless of stat period.

The Action (ACTION), Effective date (EFDTE), and Effective stat period (EFSTAT), on the other hand, are stored in the stat period control file. Information in these fields will reflect the action relevant for that particular stat period. In other words, information on the action, effective date, and effective stat period is stored in both the master and stat period control files for an ID and may be different.

Neither the fields in the master or stat period control files will reflect ‘future’ status changes, since these types of changes are being held in a separate file and have not, yet, been applied to the StEPS data base.

- Mail Groups will not be included in the Status Change program for StEPS 1.0. They will be included in a later version of StEPS.

### **Accessing the Screen**

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- From the Review and Correction Main Menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- Select the GOTO pmenu option from the Review and Correction Main Menu (or from any of the other Review and Correction screens).
- Select “Control Data”.
- Select “Status Changes”.

Figure 4.7 Status Changes Screen

## Screen Features

A value must be supplied for every field on this screen (with the exception of the Notes field), in order for a status change to take place. General instructions for this screen are provided below. Specific instructions for each of the different types of status changes (Add, Delete, Ghost, Merge, Restore, and Reserve) are provided in the appropriate sections that follow.

### ID

- Enter an ID or click on the arrow (‘▶’) to display a pick list of valid IDs from which to choose.
- IDs included in the pick list are from the Master Control file.
- If you are ADDING an ID that does not currently exist in the Master Control file, it will not

display in the pick list. In such cases, you must key the ID to be added.

## **ACTION**

Code to indicate the action to be taken on an ID to render it active or inactive for a specified stat period.

- Enter an Action code or click on the arrow (‘➤’) to display a pick list of valid action codes from which to choose.
- Valid Action codes include the following:

A	Add
D	Delete
G	Ghost
M	Merge
V	Reserve
S	Restore

## **SOURCE**

Code to identify the origin of an ID status change.

- Enter a Source code or click on the arrow (‘➤’) to display a pick list of valid source codes from which to choose.
- Valid Source codes include the following

1	Birth
2	Analyst
3	DPD
4	SSEL
5	BMF
6	Reconciliation
7	IRS
9	Other

## **COVERAGE CODE**

Code to indicate why the action (add, delete, ghost, merge, restore, reserve) is being performed on an ID.

Coverage codes affect how a reporting unit will be mailed, followed-up, and tabbed. For the

most part, cases that are Adds or Restores will be mailed, followed-up, and tabbed. Cases that are on Reserve will generally not be mailed or followed-up, but will be tabbed. Cases that are Deletes will not be mailed, followed-up, or tabbed.

- Enter a Coverage code or click on the arrow (‘➤’) to display a pick list of valid coverage codes from which to choose.
- Valid coverage codes include the following:

**Active Coverage Codes:**

- |    |                              |
|----|------------------------------|
| 10 | Initial sample               |
| 11 | Birth                        |
| 12 | Supplemental birth           |
| 13 | Reactivation                 |
| 14 | Formerly out-of-scope        |
| 15 | Previously omitted in error  |
| 16 | Previously deleted in error  |
| 30 | Purchase                     |
| 31 | New ID resulting from split  |
| 32 | Plant reorganized            |
| 33 | New industry                 |
| 37 | New ID resulting from merger |
| 38 | Combined report              |
| 39 | Other                        |

**Inactive and Reserve Coverage Codes:**

- |    |                                                                                |
|----|--------------------------------------------------------------------------------|
| 40 | Out-of-business, confirmed                                                     |
| 41 | Out-of-business, pending                                                       |
| 42 | Out-of-scope, confirmed                                                        |
| 43 | Out-of-scope, pending                                                          |
| 44 | Duplicate                                                                      |
| 45 | Idle                                                                           |
| 46 | Chronic delinquent, refusal                                                    |
| 47 | Small plant, under size cutoff                                                 |
| 48 | Erroneously included in survey, no weight adjustment necessary                 |
| 49 | Erroneously included in survey, weight adjustment necessary (notify math stat) |
| 60 | Sold                                                                           |
| 61 | Split into 2 or more new reporting units                                       |
| 62 | Plant reorganized                                                              |
| 63 | Old industry                                                                   |

- 67 Merged with other reporting unit(s)
- 68 Included in combined report
- 69 Other

### **EFFECTIVE DATE (LTDTE)**

The effective date is the date that the case actually went out-of-business, came into existence, was bought, sold, etc.

- Enter the effective date for the change in YYMMDD format, where YY = year, MM = month, and DD = day.

Example: If an ID goes out-of-business on March 12, 1996, the effective date is: 960312.

- If you do not enter an effective date (LTDTE), you will be prompted to submit the current date as the effective date.
- The effective date entered in this screen will be stored in the master control file as 'LTDTE'. LTDTE refers to the last (most recent) status change to take place on the ID. When the Status Change program runs, it will also enter this effective date in the affected stat period control files. The effective date in the stat period control files is indicated by the variable 'EFDTE'.

### **EFFECTIVE STAT PERIOD (LTSTAT)**

The effective stat period is the actual stat period in which the status change will occur.

- Enter the effective stat period (LTSTAT) of the change in YYYYpp format; where YYYY = year, and pp = statistical period OR click on the arrow (➤) to display a pick list of valid stat periods from which to choose.

Example: If a case is to be added to an annual survey in 1997, the effective stat period will be 1997A1.

1. For DELETE, GHOST, and RESERVE actions, the ID must already exist in the effective stat period (LTSTAT) specified. If it does not, an error message will display indicating that the action cannot be performed because the ID does not exist.

In the case of the ADD action, the opposite is true. The ID cannot exist in the effective stat period (LTSTAT) specified. Obviously, if a case already exists, there is no need to add it.

For RESTORE actions, the case may or may not exist in the effective stat period (LTSTAT) specified.

2. If you enter an effective stat period that is greater than the latest stat period currently

available in StEPS (SURVLIB.VSTATPS), then the information supplied in the Status Changes screen will be stored in a “Future” file. The data in the future file will not be applied to the data base until that particular stat period is loaded into StEPS.

3. If you enter an effective stat period that is less than the earliest stat period currently available in StEPS (SURVLIB.VSTATPS), an error message will display indicating that the action cannot be performed because the stat period does not exist.

#### **NOTE**

- You may enter a note regarding the status change being performed. The note will be stored in the ID’s notes file. (See Chapter 4.8 for more information on Notes.)
- Entering a note is optional.
- In the case of GHOSTS, a note will automatically be written to the Notes file. This note will include the predecessor ID, successor ID, effective stat period, effective date, and coverage code.

#### **SUBMITTING THE STATUS CHANGE**

- Click on the ACTION button at the bottom of the screen, or press ‘F2’ to submit the status change.
- If you decide not to submit the status change, click on the “Cancel” button.
- When the program has completed, a message will display indicating whether the status change was completed successfully.
- A pop-up message will ask whether you want to access the Control Information screen to view or add control information for the case.
  1. Click on “Yes” to access the Control Information screen.
  2. Click on “No” to return to the Status Changes screen.

### 4.7.1 ADD

The ADD option will allow you to add a case ID to the survey panel for a particular stat period. It will create an ID record in the master control file (if one does not already exist) and in the effective stat period control file for the survey.

Examples of cases that might be “added” to a survey panel include births; cases that were previously out-of-scope, but are now in-scope of the survey; and cases that were previously omitted from the survey in error.

There are 2 types of “adds” in StEPS: regular and clone. A “regular add” simply means adding a new ID to the survey panel and keying in the appropriate control information. A “clone add” also means adding a new ID to the survey panel, however, rather than keying its control information, the control information is automatically copied from an existing case in the survey. Each of these 2 types of adds is described in detail below.

To add a case (regular or clone) to the survey panel:

- Enter the ID to be added. The ID cannot already exist in the effective stat period in which it is to be added.

It is possible that an ID may already exist in the master control file and NOT in a particular stat period control file. As long as the ID does not already exist in the stat period specified as the “effective” stat period (LTSTAT), you may add it. If you attempt to add an ID that already exists in the master control file AND the effective stat period control file, an error message will display, “Cannot add. ID already exists.”

- Enter an action (LTACT) of ‘A’. Note that the “Continue Action (F2)” button has been replaced by two buttons: “Continue Add (F2)” and “Clone Add”:



Figure 4.7.1a Status Change screen with case to be added

- Enter a source code.
- Enter one of the following coverage codes:
 

10	Initial sample
11	Birth
12	Supplemental birth
14	Formerly out-of-scope
15	Previously omitted in error
39	Other

If you enter a coverage code other than one of these, an error message will display, prompting you to enter a valid ADD coverage code.

- Enter the effective date (LTDTE) of the change in YYMMDD format.
- Enter the effective stat period (LTSTAT) for the change in YYYYpp format.
- You may enter a note regarding the case being added. Entering a note is optional.

#### REGULAR ADD:

- To perform a regular add, click on the “Continue Add” button at the bottom of the screen, or press ‘F2’. A 2<sup>nd</sup> screen will display, prompting you to enter additional control information

for the case being added:

SAS: AF

Add Status Change

ADD STATUS CHANGE Survey: ATS

ID: 123456788  
Action: A

Required Add Fields:

Name:

City:

State:

Zip:  -

COLTEC:  Form:

OK (F2) Cancel

Figure 4.7.1b Status Change Add Screen

1. Enter values for each field: Name, City, State, Zip, Collection technology (COLTEC), and Form.

NOTE: The default value for “Form” will be the 1<sup>st</sup> form listed in the Forms file (SURVLIB.FORM).

2. Click on the “OK” button at the bottom of the screen or press ‘F2’ to submit the ADD action. A confirmation screen will display. Verify that the ID is the correct length and that the effective stat period has been entered correctly. Click on “Yes” to add the case, or “No” to return to the Add screen to make further changes.
3. You may cancel the ADD action by clicking on the CANCEL button.

#### CLONE ADD:

- The alternative to the regular add (clicking on the “Continue Action (F2)” button) is the Clone add. Click on the “Clone Add” button to display the following version of the Add screen:

SAS: AF Add Status Change

ADD/CLONE STATUS CHANGE Survey: ATS

ID: 0001111199  
Action: A

Enter ID to copy: ►

Required Add Fields:

Name: \_\_\_\_\_

City: \_\_\_\_\_

State: ► \_\_\_\_\_

Zip: \_\_\_\_\_ - \_\_\_\_\_

COLTEC: ► \_\_\_\_\_ Form: ► B-450

NAICS: \_\_\_\_\_ SIC: \_\_\_\_\_

OK (F2) Cancel

Figure 4.7.1c Status Change Clone Add Screen

1. Enter an existing ID (whose control information you want applied to the new case being added) in the “Enter ID to copy” field. You may key the ID directly or click on the ‘►’ to display a pick list of IDs from which to choose.

**NOTE:** If you select an ID to “clone” that exists in the Master Control file but not in the current Stat Period Control file, then the stat period control information will not be copied to the new ID. You will have to key in the stat period control information yourself in the Control Information screen.

2. Once you enter the ID to clone, its control information will display on the screen. In addition to these fields, the following will also be copied from the ID being cloned:

Master Control File:

SURVEY, FRQCDE, TYPE, MGPCDE, ATTN, NAME2, STREET, CONTNM, CAREA, CPREF, CSUFF, CEXT, FAX, INTNET, CTITLE, CADDR, CONTN2, C2AREA, C2PREF, C2SUFF, C2EXT, CENST, FIPST, EINUM

Statistical Period Control File:

SICRCD, NAICS, SMPWGT, WGT, PANEL, STRATM, RNDGRP, FOLTC1-5, SPPROC

3. Two fields which appear on this screen, that are not in the Add screen for a regular add, are the NAICS and SIC fields. Entering information for these 2 fields is optional. All other fields are required.
  4. Click on the “OK” button at the bottom of the screen or press ‘F2’ to submit the ADD action. A confirmation screen will display. Verify that the ID is the correct length and that the effective stat period has been entered correctly. Click on “Yes” to add the case, or “No” to return to the Add screen to make further changes.
  5. You may cancel the ADD action by clicking on the CANCEL button.
- Once you have selected “Yes” in the confirmation screen (for either the regular add or clone add), you will be prompted to go to the Control Information screen, where you may enter additional control information or, in the case of the clone add, verify that the information copied from the cloned ID is what you want.

### EFFECT OF ADD ACTION

Adding an ID has the following effect on the Master Control, Stat Period Control, and Item files:

- If the ID already exists in the master control file, but NOT in the effective stat period control file specified:
  1. The existing master control record will be updated with any new information supplied in the ADD screens.
  2. A stat period control record will be created for the ID in the effective stat period control file. In addition to the information supplied in the Status Changes screen, the program will set the following fields in the stat period control record:
    - a. EFDTE = LTDTE
    - b. EFSTAT = LTSTAT
    - c. ACTION = LTACT
    - d. STATUS = A
    - e. WSWTCH = Y
    - f. WGT = 1.00
    - g. EDTCTR = 0
    - h. RCDCTR = 0
    - i. CPSTAT = A

**NOTE:** See the C1yyyypp data structure file for a complete definition of each of these fields.

- If the ID does NOT already exist in the master control file:

1. A master control record will be created for the ID using the information supplied in the Status Changes screen. In addition, the program will set the following fields:

BSTATP = LTSTAT  
BSRCE = SOURCE

2. A stat period control record will be created for the ID in the effective stat period control file. In addition to the information supplied in the Status Changes screen, the program will set the same fields indicated in #2, above.
- If the effective stat period (LTSTAT) is less than the latest stat period currently available in StEPS (SURVLIB.VSTATPS), the stat period control record created for the effective stat period will be copied to all succeeding stat periods. (The record only gets copied to stat periods in which a stat period record did not already exist.)

Example: Current stat period: 1997A1  
ID added with effective stat period of 1995A1

The stat period control record created for 1995A1 will be carried forward to 1996A1 and 1997A1.

**NOTE:** If you are processing a sample survey and add a case to a specific stat period (i.e., 1995A1 in example above), then that ID will be carried to EVERY stat period, thereafter. If you only want the case added to the one stat period, do not add the case using the Status Changes screen. In such cases, have one of the production programmers add the case for you.)

- The Item file is NOT affected when an ADD action takes place.

#### **4.7.2 DELETE**

The DELETE option will allow you to make a case ID inactive for a specified stat period.

Examples of cases that might be “deleted” from a survey include cases that have gone out-of-business; cases that are no longer in-scope of the survey; duplicate IDs; and cases that were initially added to the survey in error.

**NOTE:** If you know that a case became inactive during the current stat period, but want to include any partial period data the case may have (prior to it becoming inactive - e.g., went out-of business, became out-of-scope), you should put the case on RESERVE (set LTACT to ‘V’) and set coverage code to 40 or 42. This will keep the case “active” for the current stat period, but will guarantee that the case will not be mailed or followed-up. During rollover (when survey data files are created for the next stat period) this case will automatically be deleted. It will show up in the next stat period as a deleted case.

To delete a case from the survey for a particular stat period:

- Enter the ID to be deleted.

The ID must already exist in the master control file AND be active (STATUS = 'A') in the effective stat period control file in order to delete it. If the ID does not exist or is currently inactive, an error message will display indicating that the status change cannot be performed.

- Enter an action (LTACT) of 'D'.
- Enter a source code.
- Enter one of the following coverage codes:

40	Out-of-business, confirmed
42	Out-of-scope, confirmed
44	Duplicate
45	Idle
47	Small plant, under size cutoff
48	Erroneously included in survey, no weight adjustment necessary
49	Erroneously included in survey, weight adjustment necessary (notify math stat)
69	Other

If you enter a coverage code other than one of these, an error message will display, prompting you to enter a valid DELETE coverage code.

- Enter the effective date (LTDTE) of the change in YYMMDD format.
- Enter the effective stat period (LTSTAT) for the change in YYYYpp format.
  1. The ID must exist in the effective stat period specified. If it does not, an error message will display, "Cannot delete. ID does not exist."
  2. The ID must be "active" (STATUS = 'A') in the effective stat period specified. If it does not, an error message will display, "Cannot delete. ID is already inactive."
- You may enter a note regarding the case being deleted. Entering a note is optional.
- Click on the "Continue Delete" button at the bottom of the screen, or press 'F2' to submit the DELETE action.
- Click on "Cancel" if you do not want to delete the ID.

<b>EFFECT OF DELETE ACTION</b>
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Deleting an ID has the following effect on the Master Control, Stat Period Control, and Item files:

- The existing master control record will be updated with the information supplied in the Status Changes screen.
- The stat period control record for the ID in the effective stat period control file will be updated with the information supplied in the Status Changes screen. In addition, the program will set the following fields:
  1. EFDTE = LTDTE
  2. EFSTAT = LTSTAT
  3. ACTION = LTACT
  4. STATUS = I
  5. If COVCDE = 40, 42, 44, 45, 47, or 69, and  
&ZERDTH = N,  
Set WSWTCH = D
  6. If COVCDE = 40, 42, 44, 45, 47, or 69, and  
&ZERDTH = Y,  
Set WSWTCH = Z
  7. If COVCDE = 48 or 49  
Set WSWTCH = D

**NOTE:** See the C1yyyypp data structure file for a complete definition of each of these fields.

- If the effective stat period (LTSTAT) is less than the latest stat period currently available in StEPS (SURVLIB.VSTATPS), the updated fields applied to the stat period control record for the effective stat period will also be applied to all succeeding stat periods.

Example: Current stat period: 1997A1  
ID deleted with effective stat period of 1995A1

The stat period control record updated with the delete information for 1995A1 will be carried forward to 1996A1 and 1997A1.

- Item data is NOT set to missing when a case is deleted. The item record for the ID will still include any data previously entered, however this data will not be tabbed.

### **4.7.3 GHOST**

The GHOST option will allow you to change an ID, creating a new ID (successor ID) record in the master control file that is a copy of an existing ID (predecessor ID) record. When a Ghost action occurs, the old ID is overwritten with the new ID for each record in the stat period control

file, item file, notes file, collection history file, and respondent text file.

Examples of cases that might be “ghosted” include cases that have been bought or sold; cases that have split into 2 or more new reporting units; and cases in which the company or establishment has reorganized.

To ghost a case in the survey:

- Enter the ID to be ghosted (predecessor ID).
  1. The ID must already exist in the master control file in order to ghost it.
  2. The ID must exist and be active (STATUS = ‘A’) in the effective stat period control file.
  3. The ID cannot be a child record (PCFLG = ‘C’).
- Enter an action (LTACT) of ‘G’.
- You will be prompted to enter a ‘Successor ID’. Enter the new ID you want to ghost ‘to’. The successor ID entered cannot already exist in the master control file OR the effective stat period control file (LTSTAT).
- Enter a source code.
- Enter one of the following coverage codes:

60	Sold
61	Split into 2 or more new reporting units
62	Plant reorganized
63	Old industry
69	Other

If you enter a coverage code other than one of these, an error message will display, prompting you to enter a valid GHOST coverage code.

- Enter the effective date (LTDTE) of the change in YYMMDD format.
- Enter the effective stat period (LTSTAT) for the change in YYYYpp format.
- You may enter a note regarding the case being ghosted. Entering a note is optional.
- Click on the “Continue Ghost” button at the bottom of the screen, or press ‘F2’ to submit the Ghost action. A confirmation screen will display:



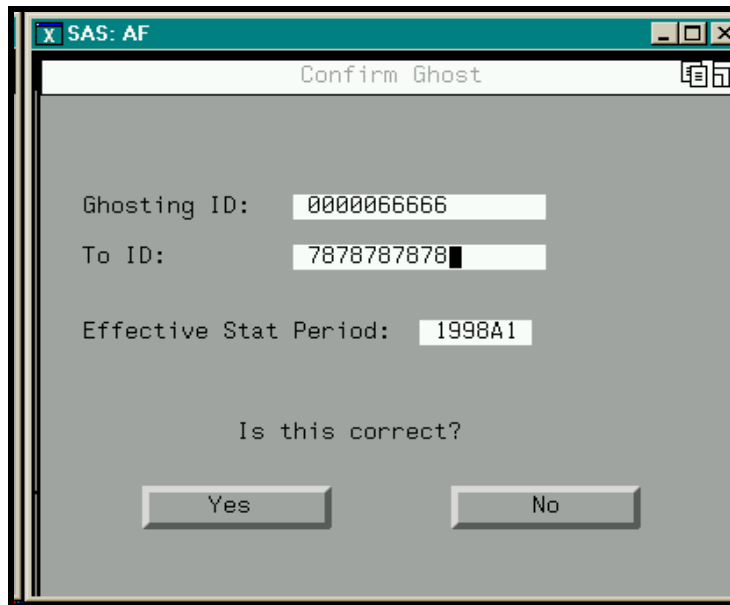


Figure 4.7.3a Ghost Confirmation screen

1. Verify that the length of the predecessor ID and successor ID are the same.
2. Verify that the effective stat period is correct.
3. If the ID and effective stat period information in the confirmation screen are correct, click “Yes” to ghost the ID. Otherwise, click “No”.

### EFFECT OF GHOST ACTION

Ghosting an ID will have the following effect on the Master Control, Stat Period Control, Item, Notes, Collection History, and Respondent Text files:

#### Successor ID (New ID)

- The program will create a master control record for the successor ID.
  1. It will first update the master control record for the predecessor ID with information supplied in the Status Changes screen. It will then copy the master control information from the predecessor ID to the newly created master control record of the successor ID.
  2. In addition, the program will set the following fields in the master control record for the successor ID:
    - a. PREDID = ID of predecessor

b. BSTATP = LTSTAT

- Stat period control records with the old ID (predecessor ID) will be overwritten with the new ID (successor ID) for EACH stat period in StEPS.
- For each stat period control record that is  $\geq$  the effective stat period specified, the following fields will also be set:
  1. EFDTE = LTDTE
  2. EFSTAT = LTSTAT
  3. ACTION = LTACTION
  4. STATUS = A
  5. COVCDE = COVCDE of predecessor ID minus 30
  6. WSWTCH = Y
- The program will automatically append a note to the Notes file for the successor ID, listing the predecessor ID, successor ID, effective date, effective stat period, and coverage code.

The screenshot shows a 'Ghost Note' screen with the following fields and values:

Field	Value
Item:	_____
Note source:	A
Stat period:	1997A1
Date entered:	14APR99:13:43:33
Note:	1
User name:	chew0001
Note:	GHOST ACTION: PREDID 0101010101 TO SUCCID 4444455555 LTSTAT=1996A1 LTDTE=980707 COVCDE=63
<input type="button" value="Delete Note"/>	

Figure 4.7.3b Ghost Note screen

### Predecessor ID (Old ID)

- The master control record for the predecessor ID will be updated with the information supplied in the Status Changes screen. In addition, the program will set SUCCID = 'ID of successor'.
- For each updated stat period record, the ID on the corresponding Notes record will be changed from the predecessor ID to the successor ID.
- For each updated stat period record, the ID on the corresponding Collection History record will be changed from the predecessor ID to the successor ID.
- For each updated stat period record, the ID on the corresponding Respondent Text record will be changed from the predecessor ID to the successor ID. (NOTE: Not all surveys will have a Respondent Text file.)
- For each updated stat period record, the ID on the corresponding Item record will be changed from the predecessor ID to the successor ID.

**NOTE:** After a GHOST action has taken place, you will no longer be able to pull up the predecessor ID in the Review and Correction screens. To view the master control record for the predecessor ID, you must use the "Browse" option under TOOLS.

#### 4.7.4 RESTORE

The RESTORE option allows you to restore DELETED and RESERVE cases. A deleted case can be restored to active status. A reserve case will maintain its active status, but will be removed from Reserve status.

Examples of cases that might be “restored” include cases previously deleted in error; cases formerly out-of-scope that are now in-scope; and ‘reactivations’.

To restore a case ID to the survey panel:

- Enter the ID to be restored.

**NOTE:** The ID must already exist in the master control file, with an existing action (LTACT) of ‘D’ or ‘V’ in order to restore it. You cannot restore ghosted or merge cases.

- Enter an action (LTACT) of ‘S’.
- Enter a source code.
- Enter one of the following coverage codes:

13	Reactivation
14	Formerly out-of-scope
16	Previously deleted in error
39	Other

If you enter a coverage code other than one of these, an error message will display, prompting you to enter a valid RESTORE coverage code.

- Enter the effective date (LTDTE) of the change in YYMMDD format.
- Enter the effective stat period (LTSTAT) for the change in YYYYpp format.

**NOTE:** The effective stat period specified must be  $\geq$  the existing LTSTAT in the master control file. You cannot restore a case to a stat period if it has not yet been deleted or placed on reserve.

- You may enter a note regarding the case being restored. Entering a note is optional.
- Click on the “Continue Restore” button at the bottom of the screen, or press ‘F2’ to submit the RESTORE action.
- If you do not want to submit the RESTORE action, click on the CANCEL button.

## EFFECT OF RESTORE ACTION

Restoring an ID has the following effect on the Master Control, Stat Period Control, and Item files:

- The existing master control record for the ID will be updated with the information supplied in the Status Changes screen.
- If a stat period control record exists for the ID:
  1. The program will search for the most recent stat period control record in existence (beginning with the effective stat period specified).
  2. It will then update the information in the 'found' stat period control record with information supplied in the Status Changes screen. In addition, the program will set the following fields for all stat periods  $\geq$  the effective stat period specified:
    - a. EFDTE = LTDTE
    - b. EFSTAT = LTSTAT
    - c. ACTION = LTACT
    - d. STATUS = A
    - e. WSWTCH = Y
    - f. WGT = 1.00
    - g. EDTCTR = 0
    - h. RCDCTR = 0
    - i. CPSTAT = R

**NOTE:** See the C1yyyypp data structure file for a complete definition of each of these fields.

3. The program will then copy this updated stat period control record to the effective stat period and all subsequent stat periods. (This information will only be copied to those stat periods where an ID stat period control record already exists.)

Certain stat period related fields will not be carried forward. These include: CKNDTE, EXTDTE, TRACK, TRKDTE, COLNUM, DBATCH, DSQNUM, TRFILE, COLDTE, ANLREF, DTSRCE, RSPCDE, RSPDTE, EDTPF, EDTDTE, EDTCTR, REFIND.

- If no stat period control record exists for ANY stat period in the survey, one will be created using the information supplied in the Status Changes screen. (Although it is not possible for cases added through the interactive Status Changes screen to have a master control record and no stat period control record, it IS possible for this to happen if IDs were previously added to the master control file via a batch program.)
- The Item file is NOT affected when a RESTORE action takes place. Item data are NOT

restored.

#### 4.7.5 RESERVE

The RESERVE option allows a case to remain active (will be imputed and tabbed), but prevents it from being mailed or followed-up.

Examples of cases that might be placed on “reserve” include cases that are thought to be out-of-business; chronic delinquents or refusals; cases that are out-of-scope, but because they are part of a sample, cannot be deleted; and cases that are only active part of the stat period.

To place a case in reserve status:

- Enter the ID to be placed on reserve.

NOTE: The ID must already exist in the master control file AND be active (STATUS = ‘A’) in the effective stat period specified in order to place it on reserve.

- Enter an action (LTACT) of ‘V’.
- Enter a source code.
- Enter one of the following coverage codes:

40	Out-of-business, confirmed
41	Out-of-business, pending
42	Out-of-scope, confirmed
43	Out-of-scope, pending
46	Chronic delinquent, refusal
69	Other

If you enter a coverage code other than one of these, an error message will display, prompting you to enter a valid RESERVE coverage code.

- Enter the effective date (LTDTE) of the change in YYMMDD format.
- Enter the effective stat period (LTSTAT) for the change in YYYYpp format.
- You may enter a note regarding the case being placed on reserve. Entering a note is optional.
- Click on the “Continue Reserve” button at the bottom of the screen, or press ‘F2’ to submit the RESERVE action.
- You may cancel the RESERVE action by clicking on the CANCEL button.

## EFFECT OF RESERVE ACTION

Placing an ID on reserve has the following effect on the Master Control, Stat Period Control, and Item files:

- The existing master control record for the ID will be updated with the information supplied in the Status Changes screen.
- The effective stat period control record for the ID will be updated with the information supplied in the Status Changes screen. In addition, the program will set the following fields:
  1. EFDTE = LTDTE
  2. EFSTAT = LTSTAT
  3. ACTION = LTACT
  4. WSWTCH = Y
  5. COLTEC = N
  6. FOLTC1 = N

**NOTE:** See the C1yyyypp data structure file for a complete definition of each of these fields.

- The Item file is NOT affected when a RESERVE action takes place.
- Cases that are placed on RESERVE with a coverage code of '41' or '43' (pending) will be carried forward to the next statistical period during Rollover<sup>1</sup>. They will be carried forward as "reserve" (LTACT = 'V') cases.

Cases that are placed on RESERVE with a coverage code of '40' or '42' (confirmed) will automatically be deleted at Rollover. They will also be carried forward to the next statistical period, but as "deleted" (LTACT = 'D') cases.

### 4.7.6 **MERGE** (Option currently not available)

The MERGE option allows you to create a new ID (successor ID) in the survey panel from 2 or more existing ID's. The new ID created becomes active and the existing IDs that were merged become inactive.

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<sup>1</sup> Rollover refers to the creation of survey files in preparation for the next statistical period to be processed.

## P-Menus

P-Menu	Options	Function
HELP	Status Changes Help (F1) WhoamI (F7)	Display HELP information on using the Status Changes screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen